



Special Events Application for Private Use of Public Space

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Wilmington is happy to assist you in providing quality events. To do such, we require completion of the attached application.

As of July 1, 2006 the City requires completion of this application for all events taking place on public property throughout the City of Wilmington. This permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety and welfare. In addition, the City will require fees for services listed as there are related costs for every event which the City does not anticipate and therefore budget for.

Please review the entire application and complete it as accurately as possible to aid us in expediting your application. The process once your application is received is the following:

- Applications should be sent to City of Wilmington, Downtown Services, 302 Willard Street, Wilmington, NC 28401, or faxed to 341-7802.
- Upon receipt, copies of the application will be sent to all departments affected.
- After review, each department will send either a rejection or acceptance.
- Reasons for rejection will be discussed with applicant to see if issues can be resolved
- Upon Citywide acceptance, permit will be issued and mailed to applicant.

NOTE: If you will be closing streets, barricades must be returned in same condition as they were issued. Repair or replacement cost (\$60 each) for barricades will be charged to the above listed contact person.

Applications should be received no later than 14 days prior to event date..

SPECIAL EVENT APPLICATION

Date of Application: _____

Contact Person: _____

Phone: _____ **Cell Phone:** _____

Fax: _____ **Email:** _____

Sponsoring Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Status:

- ☐ Wilmington residential or community group ☐ Government Agency
☐ Not for profit (attach copy of IRS letter of determination)
☐ For Profit federal Tax ID: _____
☐ Private Citizen

Event Title: _____

Event Dates: _____ **Rain Date:** _____

Time of event: _____

Set up time: _____ **Break down time:** _____

Purpose of Event:

- ☐ First Amendment Rally ☐ Festival ☐ Memorial
☐ Block Party ☐ Fund Raiser ☐ Recreational Activity
☐ Parade ☐ Education ☐ Private Function
☐ Other, specify: _____

Event status: ☐ Open to the public ☐ Admission charged
☐ Not open to public ☐ Registration fee required

Have you held this event in previous years? ☐ Yes ☐ No

Approximate # of participants: _____ **Estimated Audience:** _____

Approximate # of event staff: _____

Location and/or route of event (attach map):

Describe event activities, entertainment & participants, including VIP's. Attach extra pages if needed:

Will streets need to be closed for this event? ☐ Yes ☐ No

What streets will be closed? (please be specific - example: Willard Street between 3rd and 4th Streets) _____

Number of barricades needed _____

Location for the barricades to be dropped off/picked up: _____

NOTE: Barricades must be returned in same condition as they were issued. Repair or replacement cost (\$60 each) for barricades will be charged to the above listed contact person.

Please check below all items that apply to your event:

The following items will require a fee from applicant for use of City services.

- ☐ Use of Riverfront Park-across from Fed. Bldg (Fees: \$35 per day for nonprofit/school groups, \$50 per day for fundraising & \$65 per day--for profit events this includes access to 2-110 volt power outlets)
- ☐ Selling products/concessions; contact Licensing office 341-7825
- ☐ Docking boats - contact Dock master 520-6875
- ☐ Using City power outlets (outside of Riverfront Park) \$125/day
- ☐ Closing streets (Please review attached street closure procedures)
- ☐ Trash & clean-up (City is not responsible for trash pickup)
- ☐ Requiring police security or escort
- ☐ Using City hydrant meters (City sponsored events only) \$500 deposit

The following services are not provided by the City. Please contact appropriate organizations for assistance.

- ☐ Using hydrants for non-sponsored event; contact Laniers Temporary Water Service - 620-6739 or Hampstead Water transport - 270-1212 or 367-9170
- ☐ Having fireworks; street fair or large outside public assemblage event
Contact City Fire Dept. 343-0696
- ☐ Having port-a-johns; NHC Health Dept. requires 1/100ppl 798-6667
- ☐ Having food vendors; contact NHC Health Dept. 798-6667
- ☐ Having an on-water activity; contact US Coast Guard 772-2226
- ☐ Serving/Selling alcohol (please see attached additional application)

For City supported events, the City requires a copy of your certificate of insurance with the City listed as additional insured.

Applicant signature

Date

Street Closing Permitting and Notification Procedure

1. A completed Event Application shall be submitted to the City Downtown Services Office for review at a minimum of 14 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official Permit on City letterhead for distribution at least 10 business days before the proposed street closure date.
2. The applicant shall distribute copies of the application to all businesses and residents within a full block, in each direction, of the planned activity (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. The applicant shall have each recipient initial for receipt of the application on the attached approved sign-off form, and shall submit the original sign-off form to the City Downtown Services Office. Incomplete sign-off sheets will not be accepted by the City Downtown Services Office, and may be grounds for denying permits.
3. Businesses shall have 1 - 2 business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.

Restrictions

- A. A minimum of three blocks separation must be maintained between any two street closure locations occurring at the same date.
- B. No more than two permits shall be issued within any downtown business district or residential neighborhood for any given date.
- C. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted.
- D. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's safety and convenience.
- E. The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.

STREET CLOSURE NOTIFICATION

An applicant has requested to block your street on (date) _____ from (time) _____ to _____. Please indicate below whether you have seen copy of their application or flyer. You will have 2 days from receipt of the information to contact the City of Wilmington, 254-0907, with any concerns or problems you have with this closure. Thank you for your cooperation.

[illegible]